



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 12-28**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Knowledge Operations Manager	AFSC: 3D071	OPEN DATE: 19 DECEMBER 2011	CLOSE DATE: 18 JANUARY 2012
UNIT OF ACTIVITY/DUTY LOCATION: 176th Wing, Joint Base Elmendorf Richardson, Alaska		GRADE REQUIREMENT: Minimum: E5 (Immediately Promotable to E6) Maximum: E6	
SELECTING SUPERVISOR: CMSgt Calvin	VACANCY 0885110	PHYSICAL PROFILE: PULHES – 333233	

AREAS OF CONSIDERATION

NATIONWIDE Applications for this announcement that will be forwarded for consideration will consist of all Alaska Air National Guard personnel who 1) currently hold the advertised AFSC at the advertised skill level and meet grade requirement or 2) AKANG AGRs who meet the minimum criteria for retraining (specifications listed below) or 3) applicants who are eligible to become members of the Alaska Air National Guard, hold the AFSC and meet grade requirements. If you do not meet any of these criteria, your application will not be forwarded for consideration. **All applicants MUST meet the grade requirement and physical/medical requirements outlined**

MAJOR DUTIES MAY INCLUDE

- Perform data and information management functions
- Manage process of planning, coordinating, managing, sharing, and controlling organization's data assets
- Manage databases for the storage, modification, and retrieval of information to produce reports, answer queries, and record transactions
- Conduct information analyses to determine proper flow and life-cycle management of information, regardless of medium
- Operate information systems to create, collect, process, disseminate, use, store, protect, and dispose of information
- Oversee organizations' compliance and management of AF Portal and collaboration tools
- Manage publications and forms development, design, control, storage, acquisition and dissemination
- Provide guidance to ensure publications and forms meet prescribed style, format, and legal and statutory requirements
- Focal point for Internet and e-mail management and use policies
- Create manual and electronic file plans
- Apply file cutoff procedures and disposes of and retrieves records
- Operate and manages records information management system and records staging areas
- Comply with Privacy Act and Freedom of Information Act (FOIA) procedures and provides assistance to ensure others comply
- Provide guidance and assistance on common, standard electronic communications applications and establishes policy, processes, and procedures for document management, collaboration, and workflow
- Receive visitors and telephone calls and exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions
- Schedule appointments and makes arrangements for time, participants, and location of meetings in accordance with instructions
- Receive incoming correspondence, screens material prior to distribution, establishes controls, and follows up
- Review outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments
- Arrange travel and visit schedules, notify organizations and officials to be visited, makes reservations, and submit travel vouchers and reports
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

SECURITY CLEARANCE - Secret

APTITUDE REQUIREMENT - ADMINISTRATIVE – 47

PREFERED QUALIFICATIONS

- Knowledge is mandatory of: relationship of data, information, and knowledge; policies and procedures relating to life cycle of information, including electronic communications, e-mail management, content management, records management, publications, forms, and information systems; Freedom of Information Act, Privacy Act, and document security (FOUO, unclassified, classified); standard software applications and collaboration tools; expeditionary concepts and after-action reporting; and information technology fundamentals
- Experience with Civilian pay system, SharePoint application platform, ANG Reserve Orders Writing System and Defense Travel System
- Computer systems technician certified
- Strong records management background and written communication skills

See page 2 for All Required Documents for Considerations

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800**. Complete applications must be received in HRO-AGR office **no later than 1600 or postmarked on or before the closing date**. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received that are not signed will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **application package must include at least the NGB-34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 4-7 are requested by the Human Resource Office to determine qualifications.* If the requested documents are not submitted, a letter of explanation may be included.

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT/PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic)
5. Cover Letter & Resume
6. Last 3 Enlisted Performance Evaluations (if applicable)
7. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC)

****SUBMIT NO STAPLES/NO BINDINGS****

**** Alaska Air National Guard – Applicants who do not possess advertised AFSC must sign a statement of agreement that they will retrain to the required AFSC upon accepting the position within 12 months. Signed statement must be submitted with application****

QUESTIONS:

The HRO Liaison- 176th Force Support Flight, MSgt Kelly Shewfelt, 907-551-7648 (DSN 317-551-7648)

To verify receipt of application, you may call 907-428-6242 (DSN 317-384-4242)

MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO/AGR
Building 49000 Room D-209, Post Office Box 5800
Joint Base Elmendorf Richardson, AK 99505-5800

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.